

Help Manual – Google Drive

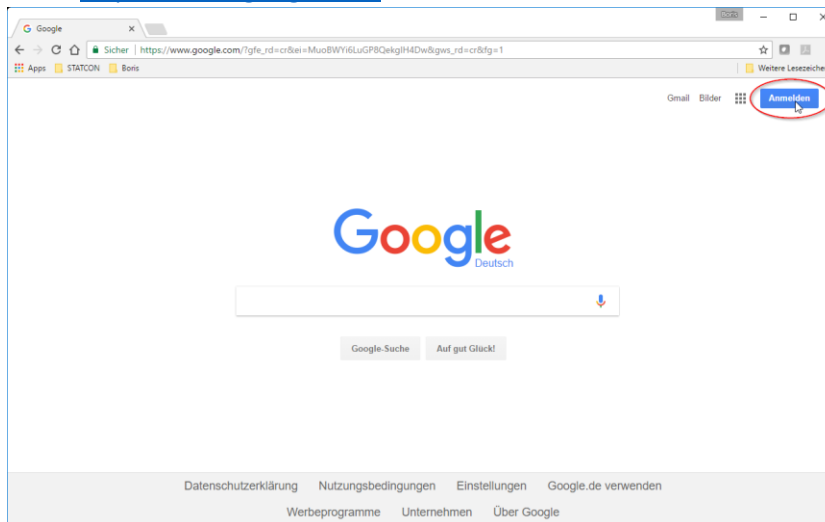
Data Exchange – 2-Org-Cows Project

As an example the shared directory of Uni Giessen is shown

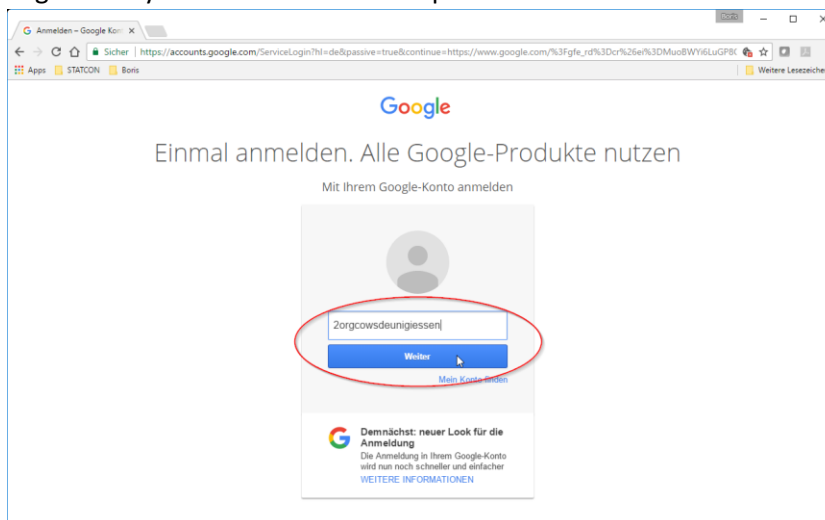
If you are in trouble how to use, please ask

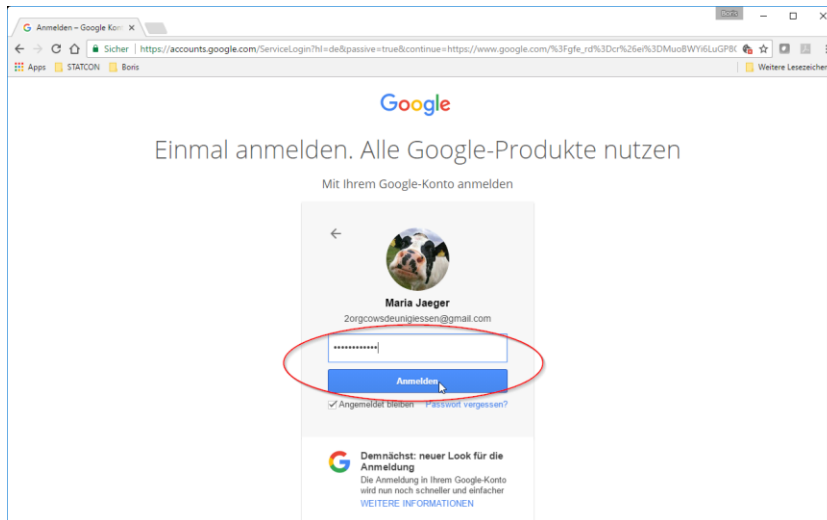
Boris Kulig, bkulig@uni-kassel.de, Cell: +491755230636

1. Go to <https://www.google.com>

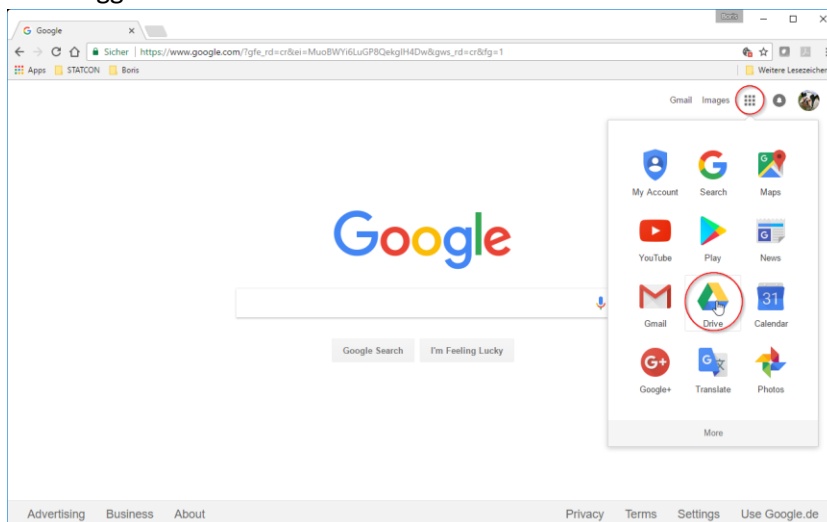


2. Log in with your account name and password.

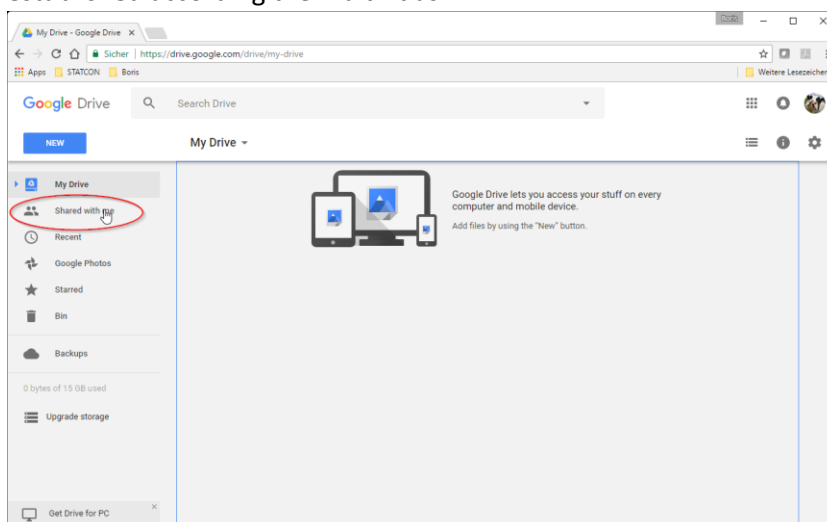


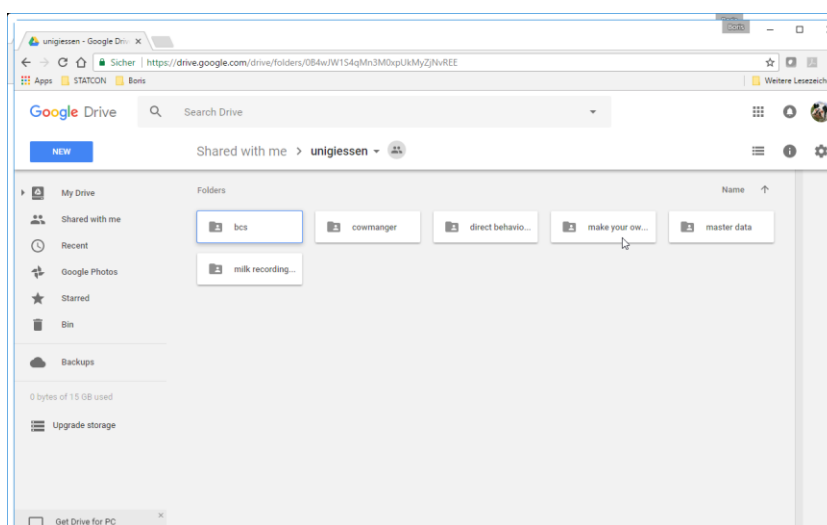
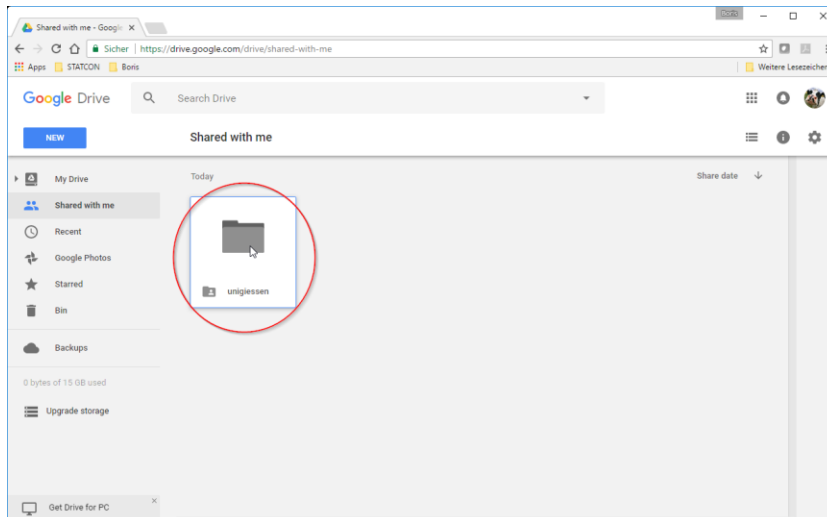


3. After logged in click on the service selection button and choose "Drive"

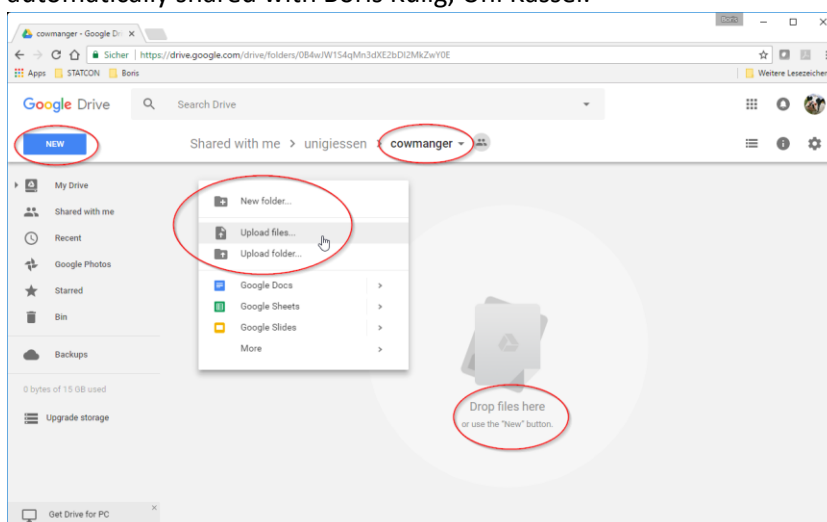


4. Within Google Drive go to "Shared with me". There you can find the directory structure I established according the Trait Atlas

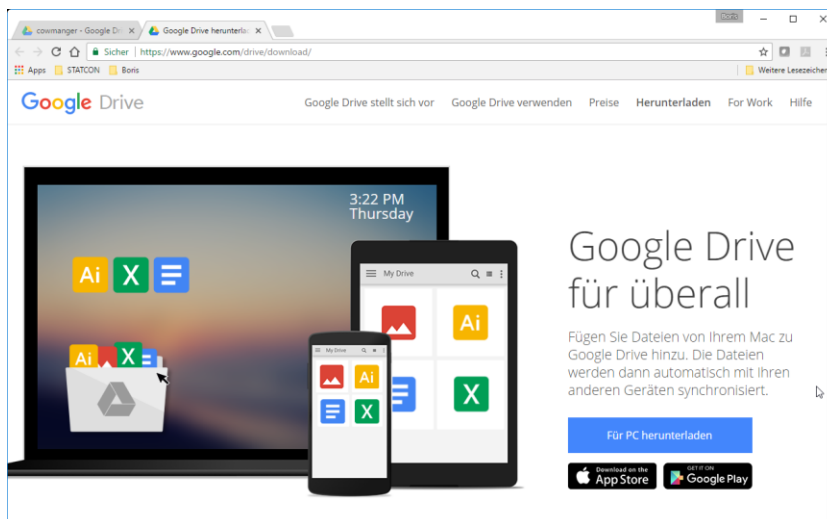
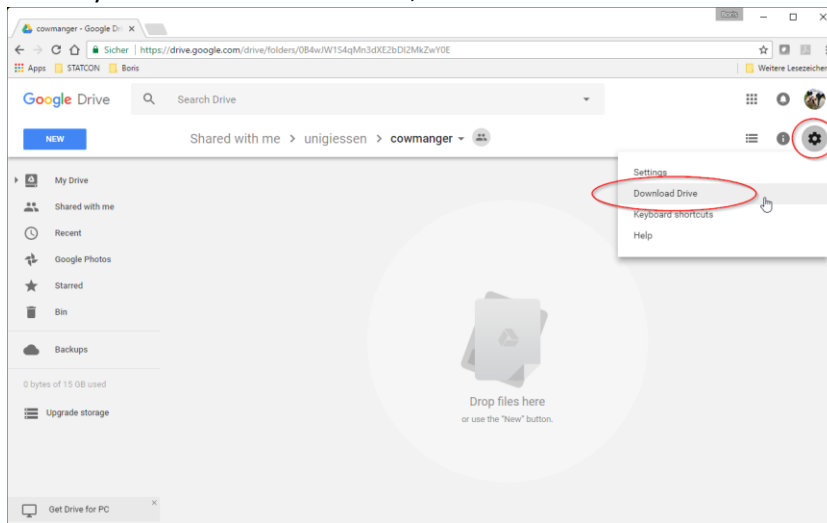




5. Within a certain directory you can upload a file or a complete folder into the chosen directory. Additionally you can set up a new folder within the subfolder or main folder. Every new directory below the main folder (in this example unigiessen like in picture 4.2) is automatically shared with Boris Kulig, Uni Kassel.



6. You can also download a desktop client for Windows and MacOS. After installing the desktop client you can Google Drive sync folder on your computer. In the Google Play Store and iTunes you can find mobile clients, too.



7. A more detailed description you to use Google Drive you can find here:
<https://support.google.com/drive/?hl=en#topic=14940>